

Termination Of Appointment

Subject: Termination of Appointment

Dear [Recipient's Name],

I hope this email finds you well. I am writing to inform you about a difficult decision that has been made regarding your employment at [Company Name]. After careful consideration and a thorough review of your performance and contributions to the organization, we have decided to terminate your appointment, effective [termination date].

This decision was not taken lightly, and it comes after a series of discussions, performance evaluations, and attempts to address the concerns that have been raised about your job performance. Despite these efforts, we have not seen the improvement required to meet the standards and expectations of your role.

Please be aware that your termination is not a reflection of your character as an individual but is solely based on your performance within the scope of your responsibilities. We appreciate your dedication during your tenure with us and recognize the efforts you have put into your work.

As part of the termination process, the HR department will guide you through the necessary administrative procedures, including finalizing your last paycheck, discussing any accrued benefits, and the return of company property. We encourage you to reach out to them at [HR contact email/phone number] to schedule a meeting to address these matters.

Moreover, we kindly request you to hand over any company assets, documents, or materials that are in your possession by the end of the working day on your last day with the company.

During this transition period, we expect you to maintain confidentiality regarding sensitive company information and not to disclose any proprietary data to external parties.

If you have any outstanding work-related concerns or questions, you are welcome to discuss them during the exit interview with the HR team.

We understand that this news may come as a shock, and we empathize with the impact it may have on your career. We encourage you to use this opportunity to reflect and seek new opportunities that

align with your professional goals and aspirations.

Thank you for your service to [Company Name]. We sincerely wish you the best for your future endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Email Address]

[Phone Number]